DOCUMENT RESUME

ED 072 187 VT 018 417

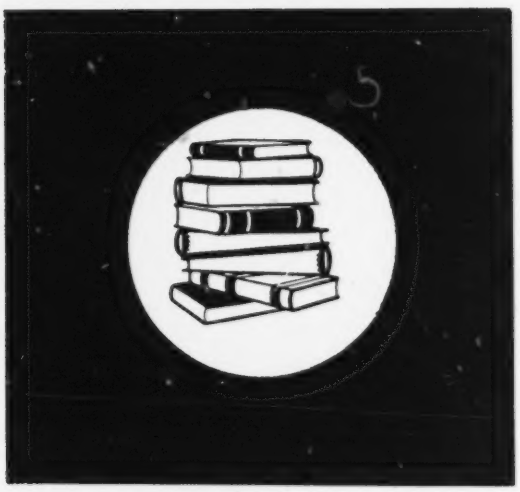
AUTHOR	Eisen, Irving; And Others
TITLE	A "Starter" File of Free Occupational Literature.
INSTITUTION	B'nai B'rith, Washington, D.C. Vocational Service.
PUB DATE	70
NOTE	33p.
AVAILABLE FROM	B'nai B'rith Vocational Service, 1640 Rhode Island Avenue, N.W., Washington, D.C. 20036
EDRS PRICE	MF-$0.65 HC Not Available from EDRS.
DESCRIPTORS	*Annotated Bibliographies; *Indexes (Locaters); *Literature Guides; Occupational Information; *Occupations; *Publications; Reading Materials

ABSTRACT

Developed to assist those individuals interested in building an occupational careers library or literature file, this annotated bibliography identifies available free literature on 103 occupations, and provides a reference index to aid in filing. To further assist, a list of suggested readings is included. (SN)

ED 072187

A "STARTER" FILE OF Free Occupational Literature



by

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Vocational Service

Under the Editorship of

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B'nai B'rith Vocational Service

Published by B'nai B'rith Vocational Service

UT 018 417

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EDUCATION & WELFARE
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B'nai B'rith Vocational Service
1640 Rhode Island Avenue, N. W.
Washington, D. C. 20036

Cover design by Bernard D. Solomon, Director, Professional Field Services
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The "starter" file condenses some of the wide variety of free occupational literature. It is a "starter" file in two senses: (1) the file can be the initial step toward building a complete file of free occupational literature; and, (2) the single leaflet for each of about 500 occupations may be used to start off a young client who may then pursue a more thorough career investigation.

For some time, it has been considered essential for counseling offices to have a complete file of unbound occupational literature. The availability of reliable, stimulating, attractive, free pamphlets has led some counselors to compulsively collect every one. Organizationally prepared material often has been so interesting and readable that many counselors may have become somewhat dependent on free literature to start a young client on a path of reasonably self-actualized career exploration.

Forrester (4), the NVGA Quarterly (6), Counselor's Information Service (2), and the new listing by Friedlander (3) have helped make pamphlet-collecting a pervasive practice. The resulting avalanche of free pamphlets, booklets and brochures prompted taxonomy-minded professionals to seek neat, logical plans around which to organize their four-drawer filing cabinet.

The use of small, portable file boxes and/or file cabinets on casters has been attempted by many. Guilt feelings, because occupational literature was not being constantly used, kept some of our colleagues awake, or drove others to place pamphlets on display racks, tack them on bulletin boards, distribute them to faculty members, etc. Wolfbein has criticized counselor reluctance to use occupational information during the counseling session, and the practice of terminating an interview to send a young client to the library to seek and read occupational information on his own. He advocates continuing a counseling relationship in a joint quest for data (7).

The writers have attempted to minimize the pressures of collecting, the awkwardness of using, and the overwhelming monitoring of oversized files of free occupational literature. The outcome is a markedly condensed and selective listing of 103 titles of free occupational literature.

Even though the 103 pamphlets listed here can be utilized initially to explore an estimated 500 careers, we readily admit that completeness was sacrificed for compactness and selective coverage.

The file contains "starter" leaflets which may be used immediately as a reliable resource for the vast majority of career counseling needs one is likely to encounter. All 103 pamphlets identified may be kept on a desk in two portable files, or in less than half a desk file drawer. Thus, a small selective file can be at your fingertips. A relevant pamphlet is available without interfering or terminating a counseling session for a trip to the library.

Our involvement in this culling procedure began with a physical need for a file of literature which could be carried easily from one counseling setting to another. We were implementing a new program of educational and vocational counseling offered by BBVS called PROJECT OUTREACH. Each of the 20 BBVS field offices is providing counseling services to a number of small communities which presently have no BBVS office of their own. Through the cooperation of community, parents, and the BBVS field offices, a counselor travels to the community and provides testing, information, and counseling services to young local residents.

Our selection criteria were carefully considered, though admittedly biased. Our bias was related directly to the career interests and needs of our client population. These counselees hold mainly middleclass values and levels of aspiration. They are generally between the ages of 15-20, and are oriented toward a non-rural life style. Our initial selection of relevant careers was taken from Bennett's complete filing plan (1). The list was revised on the basis of reactions by 40 BBVS counselors in the field.

We selected one pamphlet for each career field on the basis of the following concerns:

1. At least one copy available free upon request.
2. Recency of publication. (We were surprised at the number of pamphlets which did not indicate a publication date. Most of those selected are less than five years old.)
3. Published by a professional and/or other reputable source.
4. Author professionally qualified. (We regret noting that large numbers of organizations do not give a by-line to the person who did the actual research and writing.)
5. Level appropriate for high school and college students.

If there were more than one publication for a particular career field, we then ranked each on the basis of the following criteria and arrived at one final choice:

1. Accuracy, balance, objectivity. (Avoidance of a recruitment tone in free occupational literature is not always to be found.)
2. Content and adaptability. (We favored publications with breadth of information which were applicable to several careers.)
3. Style. (We considered the stimulating quality of the pamphlet.)
4. Format. (Attractiveness was considered to add value. Color plates and a high level of graphic design make the free literature listed more actualizing for clients. Photography that illustrated implications of the material for all groups within our society was valued highly.)

Many career fields relevant for our client population are not covered by our selections. For such careers our selection process failed to identify free information which meets NVGA guidelines (5), or our criteria. There may be instances in which the counselor will want to add to his "starter" file by including inexpensive literature. However, don't throw out that four-drawer file cabinet, your Occupational Outlook Handbook, or your Dictionary of Occupational Titles (DOT). This starter file is just a start.

BIBLIOGRAPHY

1. Bennett, Wilma. Occupational Filing Plan and Bibliography. Sterling Powers Publishing Co., Covina, Calif. 1958.

2. Counselor's Information Service. B'nai B'rith Vocational Service, Washington, D. C. Quarterly.

3. Friedlander, Edward. Address Directory. B'nai B'rith Vocational Service, Pittsburgh, Pa. 1968. (Mimeographed)

4. Forrester, Gertrude. Occupational Literature, An Annotated Bibliography. H. H. Wilson Co., New York, N. Y. 1964.

5. Guidelines for Preparing and Evaluating Occupational Material. (Revised) National Vocational Guidance Association, Washington, D. C. 1969.

6. Freitag, Arnold J. (Chairman). "Career Information Review Service," The Vocational Guidance Quarterly. National Vocational Guidance Association, Washington, D. C. Quarterly.

7. Wolfbein, S. L. Occupational Information: A Career Guidance View. Random House, New York, N. Y. 1968.

LIST OF TITLES AND SOURCES OF FREE OCCUPATIONAL LITERATURE

FOR A "STARTER" FILE

1. Accounting (A Career as a Certified Public Accountant) - 1968
   DOT 160.188
   One free copy - request bulk rates.
   American Institute of Certified Public Accountants
   666 Fifth Avenue
   New York, N. Y. 10019

2. Actuary (If You Have an Interest in Mathematics) - 1967
   DOT 020.188
   One free copy - request bulk rates.
   Institute of Life Insurance
   277 Park Avenue
   New York, N. Y. 10017

3. Advertising (Career Opportunities in Advertising) - 1967
   DOT 164 (Advertising management occupations)
   One free copy - request bulk rates.
   Public Affairs
   American Association of Advertising Agencies, Inc.
   200 Park Avenue
   New York, N. Y. 10017

4. Aerospace Engineer (Your Career as an Aerospace Engineer) - 1963
   DOT 002.081
   One free copy to counselors. Bulk rate - 50 for $10.00.
   Public Affairs Office
   American Institute of Aeronautics and Astronautics
   1290 Avenue of the Americas
   New York, N. Y. 10019

5. Agriculture (Rewarding Careers in a Dynamic Industry - Agriculture) - 1967
   DOT 013.081, 041.081, 40(Plant Farming Occupations), 41 (Animal Farming Occupations), 42 (Miscellaneous Farming and Related Occupations), 44 (Forestry Occupations), 46 (Agricultural Services Occupations)
   One copy free to students from:
   Dean of the School of Agriculture at the Land Grant
   College or University in each state.

6. Agronomy (Careers in Agronomy, Crop Science and Soil Science) - 1966
   DOT 040.081
   One free copy. 10 for $2.50; 100 for $20.00.
   The American Society of Agronomy
   677 South Segoe Road
   Madison, Wis. 53711

7. Air Transportation (Your Career with the Airlines) - 1968
   DOT 196.283, 352,878, 912 (Air transportation occupations), 621 (Aircraft mechanics and repairmen)
   One free copy. Bulk rates upon request.
   Air Transport Association of America
   1000 Connecticut Avenue, N. W.
   Washington, D. C. 20036

8. Archaeology (Archaeology as a Career) - 1965
   DOT 055.088
   Single copy free. Additional 10¢ each.
   Archaeological Institute of America
   260 West Broadway
   New York, N. Y. 10013

9. Art (Your Career in Art) - 1968
   DOT 14 (Occupations in Art)
   One free copy. Request bulk rates.
   Department of Public Information
   Philadelphia College of Art
   Broad and Pine Streets
   Philadelphia, Pa. 19102

10. Astronomy (A Career in Astronomy) - 1968
    DOT 021.088
    Free in limited quantity, 25 or less. Request bulk rates.
    American Astronomical Society
    211 Fitz Randolph Road
    Princeton, N. J. 08540

11. Atomic Science (Careers in Atomic Energy) - 1968
    DOT 015 (Nuclear engineering occupations)
    One free copy on official stationery. Additional 45¢ each.
    U. S. Atomic Energy Commission
    P. O. Box 62
    Oak Ridge, Tenn. 37830

12. Automobile Industry (In Planning Your Future, Look First at the Retail Automotive Business) - 1966
    DOT 185.168, 280,358
    Free in reasonable classroom quantities.
    Public Relations Staff
    General Motors Building
    3044 West Grand Boulevard
    Detroit, Mich. 48202

13. Banking (Banking: A Career for Today and Tomorrow) - 1967
    DOT 186 (Finance, insurance, real estate, managers and officials)
    One free copy.
    Banking Education Committee
    The American Bankers Association
    90 Park Avenue
    New York, N. Y. 10016

14. Biochemistry (Careers in Biochemistry) - 1962
    DOT 041.081
    One free copy. $20 per 100.
    American Society of Biological Chemists
    6950 Wisconsin Avenue, N. W.
    Washington, D. C. 20014

15. Biology (Careers in Biology) - 1969
DOT 041.081
One free copy. Additional 20¢ each.
American Institute of Biological Sciences
3900 Wisconsin Avenue, N. W.
Washington, D. C. 20016

16. Botany (Botany as a Profession) - 1967
DOT 041.081
One free copy. Additional 25¢ each.
Office of the Secretary
Botanical Society of America
Department of Botany
Indiana University
Bloomington, Ind. 47401

17. Business (Careers in Business) - 1967
DOT 020.188, 050.088, 16 (Occupations in Administrative Specializations), 18 (Managers and Officials, N.E.C.), 201 (Secretary), 26, 27 & 28 (Salesmen and Salespersons, Commodities)
One to five copies free. Request bulk rates.
Public Relations Department
Rochester Institute of Technology
Box 3404
Rochester, N. Y. 14614

18. Cartooning (A Career for You in the Comics) - 1968
DOT 144.081
One free copy. Additional $2.00 per dozen.
Newspaper Comics Council
260 Madison Avenue
New York, N. Y. 10016

19. Ceramics (For Career Opportunities Explore the Wonder World of Ceramics) - 1963
DOT 006.081
One to five copies free. Additional copies 10¢ each.
Business Manager
The American Ceramic Society
4055 North High Street
Columbus, Ohio 43214

20. Chemistry (Careers Ahead in the Chemical Industry) - 1969
DOT 008 (Chemical engineering occupations), 022 (Occupations in chemistry)
Up to six copies free. Additional copies 15¢ each.
Manufacturing Chemists Association
1825 Connecticut Avenue, N.W.
Washington, D. C. 20009

21. Civil Engineering (Your Future in Civil Engineering) - 1968
DOT 005 (Civil engineering occupations)
One copy free. Bulk 15¢ each.
American Society of Civil Engineers
345 East 47th Street
New York, N. Y. 10017

22. Civil Service (Futures in the Federal Government - Civil Service) - 1967
DOT (Few unique classifications; coincide with non-government jobs)
No charge for copies.
U. S. Civil Service Commission
Washington, D. C. 20415

23. Conservation (A Wildlife Conservation Career for You) - 1969
DOT 040.081, 379.168, 441 (Forest conservation occupations)
One free copy. Additional 5¢ each.
The Wildlife Society
Suite S-176
3900 Wisconsin Avenue, N. W.
Washington, D. C. 20016

24. Consumer Finance (Your Future in Consumer Finance) - 1968
DOT 168.168, 186.118, 191.268, 249.368, 249.388
One free copy to schools. For other organizations, 40¢ each.
Educational Services Division
National Consumer Finance Association
1000 - 16th Street, N. W.
Washington, D. C. 20036

25. Construction (Construction: A Man's Work) - 1965
DOT 005.081, 8 (Structural Work Occupations)
One complete kit available to counselors free. Additional $1.00
Single copies to students.
Assistant Director of Education
General Building Contractors Association, Inc.
Suite 1212, #2 Penn Center Plaza
Philadelphia, Pa. 19102

26. Dental Assistant (Something New in White - Dental Assistant) - 1967
DOT 079.378
One free copy. Request bulk rates.
Division of Dental Health
8120 Woodmont Avenue
Bethesda, Md. 20014

27. Dental Hygienist (Careers in Dental Hygiene) - 1969
DOT 078.368
Single copy no charge. Request bulk rates.
Division of Educational Services
American Dental Hygienists Association
211 East Chicago Avenue
Chicago, Ill. 60611

28. Dental Lab Technician (Hands that Think - A Word About Careers in Modern Dental Laboratory Technology) - 1968
DOT 712.381
Free. Request bulk rates.
National Board for Certification
210 Thomas House
1330 Massachusetts Ave., N. W.
Washington, D. C. 20005

29. Dentistry (Careers in Dentistry) - 1966
DOT 072.108
One free copy. Bulk, no charge.
Council on Dental Education
American Dental Association
211 East Chicago Avenue
Chicago, Ill. 60611

30. Dietetics (Dietitians in Demand) - 1968
DOT 077 (Dietitians)
One copy free. Request bulk rates.
Public Relations Director
The American Dietetic Association
620 North Michigan Avenue
Chicago, Ill. 60611

31. Draftsman (Can I Be A Draftsman?) - 1967
DOT 017.281 and other classifications in 00 and 01 (Occupations in Architecture and Engineering) generally ending in 281
Reasonable classroom use - no charge. Bulk orders, 100 a $5.00.
Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Michigan 48202

32. Electronics (Planning a Career in Electronics) - 1967
DOT 003.081
One free copy. Additional 20¢ each.
Electronic Industries Association
2001 Eye Street, N. W.
Washington, D. C. 20006

33. Engineering (A Career of Opportunity) - 1967
DOT 00 and 01 (Occupations in Architecture and Engineering)
Free in limited quantity. Request bulk rates.
National Society of Professional Engineers
2029 K Street, N. W.
Washington, D. C. 20006

34. Engineering Technology (Engineering Technology Careers) - 1966
DOT scattered throughout 00 and 01 (Occupations in Architecture and Engineering) following the professional occupations
One copy free. Additional 50¢ each.
National Council of Technical Schools
1507 M Street, N. W.
Washington, D. C. 20005

35. Entomology (Entomology - An Exciting Scientific Career) - 1968
DOT 041.081
One free copy to counselors. Single copy to students. Additional, 4 for $1.00.
Entomological Society of America
4603 Calvert Road
College Park, Md. 20740

36. Fire Protection Engineering (Careers in Fire Protection Engineering) - 1965
DOT 012.188
Three free copies. Bulk rates on request.
Society of Fire Protection Engineers
60 Batterymarch Street
Boston, Mass. 02110

37. Food Processing and Technology (The Science and Technology of Food) - 1964
DOT 022.081
One free copy.
Institute of Food Technologists
Suite 2120, 221 North LaSalle Street
Chicago, Ill. 60611

38. Geography (Geography as a Professional Field) - 1968
DOT 029.088
One free copy. Request bulk rates.
Association of American Geographers
1146 - 16th Street, N. W.
Washington, D. C. 20036

39. Geology (Geology: Science and Profession) - 1967
DOT 024.081
One free copy. Additional, 35¢ each.
American Geological Institute
Publications Office
2201 M Street, N. W.
Washington, D. C. 20037

40. Graphics (Careers in Graphic Communications) - 1969
DOT 141.081, 97 (Occupations in Graphic Art Work)
One free copy, or, if it will be used in class, up to 25. Additional, 10¢ each.
Educational Council of the Graphic Art Industry, Inc.
4615 Forbes Avenue
Pittsburgh, Pa. 15213

41. Horticulture (Horticulture: A Rewarding Career) - 1968
DOT 040.081, 406 (Horticulture specialty occupations)
Single copies free to students. 1 to 25 copies free to guidance counselors and teachers. Additional copies, 100 for $4.50.
American Society for Horticulture Science
P. O. Box 109
St. Joseph, Mich. 49085

42. Hospital Fields (Your Career Opportunities in Hospitals) - 1968
DOT 07 (Occupations in Medicine and Health), 100.168, 100.388, 187.118, 195.108, 201. 368
One free copy. Request bulk rates.
Pfizer Laboratories
Public Relations Department
235 East 42nd Street
New York, N. Y. 10017

43. Hotel and Motel (Your Career in the Hotel & Motel Industry) - 1968
DOT 187.118, 242.368, 32 (Lodging and Related Service Occupations)
One free copy. Bulk rates, $8.00 per 100.
The Educational Institute
American Hotel and Motel Association
221 West 57th Street
New York, N. Y. 10019

44. Insurance (Careers in Insurance) - 1968
DOT 012.188, 020.188, 169.188, 241.168, 250.258
Free in limited quantities. Request bulk rates.
Insurance Information Institute
110 William Street
New York, N. Y. 10038

45. Jewelry (The Golden Touch) - 1967
DOT 142.081, 700.281
One free copy. Request bulk rates.
Director of Affiliate Services
Retail Jewelers of America, Inc.
1025 Vermont Avenue, N. W.
Washington, D. C. 20005

46. Jewish Community Center (Your Career Opportunity as a Social Worker in The Jewish Community Center & YM-YWHA) - 1968
DOT 195.108
One free copy. Bulk rates upon request.
Personnel Services
National Jewish Welfare Board
15 East 26th Street
New York, N. Y. 10010

47. Jewish Service (5,000 Years, and Now...) - 1969
DOT 045.108, 091.228, 120.108, 165.068, 195.108, 195.118, 293.358
One to three copies, no charge. Bulk rates on request.
Bureau for Careers in Jewish Service, Inc.
315 Park Avenue South
New York, N. Y. 10010

48. Journalism (Your Future in Daily Newspapers) - 1968
DOT 132 (Writers and editors, publications)
One free copy. Additional, 35¢ each.
American Newspaper Publishers Association
750 Third Avenue
New York, N. Y. 10017

49. Landscaping (Career Opportunities in the Nursery Industry) - 1969
DOT 019.081, 406 (Horticulture specialty occupations), 407.181
One free copy. $3.00 per 100.
American Association of Nurserymen, Inc.
835 Southern Building
Washington, D. C. 20005

50. Law (The Profession of Law) - 1968
DOT 110 (Lawyers)
One free copy. Additional, 100-400, $2.50 per 100; 500-900, $2.20 per 100; 1,000 and over, $2.00 per 100.
American Bar Association
Information Service
1155 East 60th Street
Chicago, Ill. 60637

51. Library (Future Unlimited - What you Need to be a Librarian) - 1963
DOT 100 (Librarians)
Three free copies to counselors and librarians. One free copy to students. Additional, 25 for $1.25; 50 for $2.25; 100 for $4.00.
American Library Association
Office of Recruitment
50 East Huron Street
Chicago, Ill. 60611

52. Management (Invitation to Achievement - Your Career in Management) - 1967
DOT 16 (Occupations in Administrative Specializations), 18 (Managers and Officials, N.E.C.)
One free copy to guidance counselors and librarians. Additional copies, 50¢ each; 25 to 49 copies, 15% deducted; 50 to 99, 25% deducted; 100 and over, 40% deducted.
American Management Association
135 West 50th Street
New York, N. Y. 10020

53. Mathematician (Can I be a Mathematician?) - 1968
DOT 020 (Occupations in mathematics)
Free for reasonable classroom size. Additional, $6.00 per 100 copies.
Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Mich. 48202

54. Mechanics and Repair Work (Can I Be a Craftsman?) - 1968
DOT 600.280, 601.280, 638.281, 804.281, 824.281
Free for classroom use. Additional, 100 copies at $7.00.
Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Mich. 48202

55. Mechanics and Repair Work (Your Future in Air Conditioning & Refrigerator Engineering) - 1968
DOT 007.081
Three free copies. Request bulk rate.
Education Committee of the American Society of Heating, Refrigerating and Air Conditioning Engineers
345 East 47th Street
New York, N. Y. 10017

56. Medical Assistant (Winning Ways with Patients) - 1966
DOT 079.368
One free copy. Request bulk rates.
American Medical Association
535 North Dearborn Street
Chicago, Ill. 60610

57. Medical and Allied Fields (Horizons Unlimited) - 1968
DOT 07 (Occupations in Medicine and Health)
Free in limited quantities. Request bulk rates.
American Medical Association
535 North Dearborn Street
Chicago, Ill. 60610

58. Medical Librarian (Medical Library Careers) - 1967
DOT 100.168
One free copy. Additional, 25 for $1.25; 50 for $2.25; 100 for $4.00.
Executive Secretary
Medical Library Association, Inc.
919 North Michigan Avenue
Chicago, Ill. 60611

59. Medical Technology (What Kind of Career Could I Have in a Medical Lab?) - 1968
DOT 078.281, 078.381
One copy free. Request bulk rates.
Medical Technology
Muncie, Ind. 47302

60. Memorial Service (Funeral Service) - 1967
DOT 187.168, 338.381
One free copy. Request bulk rates.
National Funeral Directors Association
135 West Wells Street
Milwaukee, Wis. 53203

61. Metallurgy (Careers in Metallurgy & Metallurgical Engineering) - 1969
DOT 011 (Metallurgy and metallurgical engineering occupations)
One free copy. Request bulk rates.
The Metallurgical Society of AIME
345 East 47th Street
New York, N. Y. 10017

62. Meteorology (The Challenge of Meteorology) - 1966
DOT 025 (Occupations in meteorology)
One free copy. Additional, 50¢ each.
American Meteorological Society
45 Beacon Street
Boston, Mass. 02108

63. Microbiology (Microbiology in Your Future) - 1969
DOT 041.081
One free copy. Bulk copies, 15¢ each and shipping.
The American Society for Microbiology
1913 Eye Street, N. W.
Washington, D. C. 20006

64. Military Service (Basic Facts About Military Service) - 1968
DOT 378.999 and many other civilian related classifications.
One free copy. Request bulk rates.
Director, Department of Defense
High School News, Inc.
Building 1-B
Great Lakes, Ill. 60088

65. Music (Careers in Music) - 1968
DOT 152 (Occupations in music)
One to three copies free upon request. Additional, 10¢ each.
Executive Secretary
National Association of Schools of Music
1424 - 16th Street, N. W.
Washington, D. C. 20036

66. Nursing (Do You Want to be a Nurse?) - 1966
DOT 075.378
One free copy. Additional, 15¢ each; 20% reduction for 10 or more.
Committee on Careers
National League for Nursing
10 Columbus Circle
New York, N. Y. 10019

67. Occupational Therapy (Occupational Therapy Handbook) - 1969
DOT 079.128
One free copy. Additional, 25¢ each; 25 copies, $4.75.
American Occupational Therapy Association
251 Park Avenue South
New York, N. Y. 10010

68. Office Worker (Can I Be an Office Worker?) - 1968
DOT 2 (Clerical and Sales Occupations)
Free in quantity for class use. Request bulk rates.
Public Relations Staff
General Motors Building
3044 West Grand Boulevard
Detroit, Mich. 48202

69. Optometry (Optometry: A Career with Vision) - 1968
DOT 079.108
One free copy. Request bulk rates.
American Optometric Association
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70. Osteopathic Physician (The Osteopathic Profession and Its Colleges) - 1967
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American Osteopathic Association
212 East Ohio Street
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71. Paper Industry (Grow With an Exciting Business) - 1961
DOT 00 & 01 (Occupations in Architecture Engineering), 02 (Occupations in Mathematics and Physical Sciences), 04 (Occupations in Life Sciences), 050.088, 110.108, 160.188, 162,158, 164.068, 165,068, 166,268, 184.168, 265.358, 44 (Forestry Occupations), 53 (Occupations in Processing of Paper and Related Materials), 64 (Paperworking Occupations)
One free copy. 2 to 500 copies, 15¢ each.
American Paper Institute
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New York, N. Y. 10016

72. Parole and Probation (Careers in the Criminal Justice System) - 1969
DOT 195.108, 375 (Policeman and detectives, public service)
Free. Supplies in quantity.
NCCD Information Center Librarian
National Council on Crime and Delinquency
44 East 23rd Street
New York, N. Y. 10010

73. Personnel Work (Your Career in Public Personnel Administration) - 1963
DOT 166.118
One to three copies free. Request bulk rates.
Public Personnel Association
1313 East 60th Street
Chicago, Ill. 60650

74. Petroleum Engineer (Careers in Petroleum Engineering) - 1968
DOT 010 (Mining and petroleum engineering occupations)
One to three copies free.
Society of Petroleum Engineers of AIME
6200 North Central Expressway
Dallas, Texas 75206

75. Pharmacology (A Career in Pharmacology) - 1960
DOT 041.081
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American Society for Pharmacology and Experimental Therapeutics, Inc.
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76. Pharmacy (See Your Future in Pharmacy) - 1968
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Washington, D. C. 20037

77. Physics (Physics As a Career) - 1966
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Single copy free. Bulk rates for handling and postage charge.
American Institute of Physics
335 East 45th Street
New York, N. Y. 10017

78. Physiology (Consider Physiology) - 1967
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American Physiological Society
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79. Podiatry (Students - Consider a Career in Podiatry) - 1969
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One free copy. $4.00 per 100 copies.
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American Podiatry Association
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Washington, D. C. 20015

80. Psychiatry (Careers in Psychiatry) - 1968
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Roche Laboratories
Division of Hoffman-La Roche, Inc.
Nutley, N. J. 07110

81. Psychology (A Career in Psychology) - 1963
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One free copy. Additional, 2 to 20 copies 25¢ each; 21 to 99 copies 23¢ each; 100 copies $22.00.
American Psychological Association
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Washington, D. C. 20036

82. Public Relations (An Occupational Guide to Public Relations) - 1969
DOT 165.068
Up to 25 copies free. Additional copies, 10¢ each.
Public Relations Society of America, Inc.
845 Third Avenue
New York, N. Y. 10022

83. Purchasing (Purchasing as a Career) - 1965
DOT 162.158
Single copies free. Additional, 50¢ each in quantity.
National Association of Purchasing Management, Inc.
11 Park Place
New York, N. Y. 10007

84. Rabbi (What Makes a Reform Rabbi) - 1960
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One free copy. Request bulk rates.
Hebrew Union College
Jewish Institute of Religion
3101 Clifton Avenue
Cincinnati, Ohio 45220

85. Radio (Careers in Radio) - 1967
DOT 131.088, 159.118, 159.148, 159.168, 193 (Radio operators), 194 (Sound recording, transcribing, reproduction occupations), 253.358, 963 (Occupations in radio and television production, n.e.c.)
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86. Recreation (The Future is Yours in Parks and Recreation) - 1963
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Rochester Institute of Technology
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Rochester, N. Y. 14614

88. Secretary (You as a Secretary) - 1968
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School Department
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89. Social Work (Group) (Unlock the Power of Human Resources Through Social Work with Groups) - 1967
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2 Park Avenue
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90. Social Work (Twenty Questions & Answers about Social Work) - 1968
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National Commission for Social Work Careers
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New York, N. Y. 10016

91. Sociology (A Career in Sociology) - 1968
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Washington, D. C. 20036

92. Speech and Hearing (Speech Pathology and Audiology) - 1963
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One to three copies free. Bulk rates upon request.
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Washington, D. C. 20014

93. Statistics (Careers in Statistics) - 1966
DOT 020.188
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Washington, D. C. 20006

94. Teaching (Invitation to Teaching) - 1967
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Washington, D. C. 20016

95. Teaching (Jewish Education Needs You - Make It Your Career) - 1968
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One copy free. 100 copies and over, $5.00 per 100.
American Association for Jewish Education
101 Fifth Avenue
New York, N. Y. 10003

96. Telephone Industry (Employment Outlook in Telephone Occupations) - 1968
DOT 235.862, 822.281, 822.381, 822.884, 829.381
One copy free. Additional, 10¢ each.
Communications Workers of America
1808 Adams Mill Road, N. W.
Washington, D. C. 20009

97. Television (Careers in Television) - 1967
DOT 131.088, 159.118, 159.148, 159.168, 194 (Sound recording, transcribing & reproduction); 253.358, 963 (Occupations in radio and television production, n.e.c.)
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Washington, D. C. 20036

98. Transportation (Opportunities in the Trucking Industry) - 1966
DOT 90 (Motor Freight Occupations), 168.168, 184 (Transportation, communications and utilities managers and officials), 950 (Stationary engineers)
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Education Section
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American Trucking Association, Inc.
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Washington, D. C. 20036

99. Typography (A Career in Typography Today) - 1967
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One free copy. 25 for re-useable class use. Additional, 10¢ each.
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Washington, D. C. 20007

100. Veterinary Medicine (Dimensions of Veterinary Medicine) - 1968
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Chicago, Ill. 60605

101. Wholesaling (Your Career in Wholesale Distribution) - 1969
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102. Youth Work (Your Professional Career in BBYO) - 1966
DOT 195.108
One copy free. Request bulk rates.
Director of Field Operations
B'nai B'rith Youth Organization
1640 Rhode Island Avenue, N. W.
Washington, D. C. 20036

103. X-Ray Technology (The Challenge - Radiologic Technology) - 1968
DOT 078.368
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The American Society of Radiologic Technologists
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Chicago, Ill. 60611

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S. Norman Feingold, Editor
B'nai B'rith Vocational Service
1640 Rhode Island Avenue, N. W.
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REFERENCE INDEX
FOR USE WITH "STARTER" FILE OF FREE OCCUPATIONAL LITERATURE

Note to User: The numbers following the job titles below are keyed to the "List of Titles and Sources of Free Occupational Literature for a 'Starter' File."

By referring to the occupation in the main body of this paper that matches the number beside the job title listed below, additional relevant material, such as the address of a source of information, may be obtained. The index is not a complete cross-reference of occupational titles. There is need for creative interpretation of occupational relationships by the user.

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Occupational Outlook Handbook. U. S. Department of Labor, Bureau of Labor Statistics. Superintendent of Documents, U. S. Government Printing Office, Washington, D . C. 20402. 1968. $4.25.

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Library of Congress Catalog Card No. 76-118864

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